

TAB

PROCEDURE USED IN DEVELOPING INITIAL CAREER SERVICE CEILINGS

1. Career Service designations were assigned to all positions in each office in accordance with preliminary discussions between representatives of each Deputy Directorate Career Service and the Office of Personnel.
2. The following basic criteria were used in assigning Career Service designations to Support positions:
 - a. All support positions in DD/I offices were assigned the Career Service designation of the appropriate DD/I office, except Security positions which were designated "SS".
 - b. Support positions in DD/S and DD/P offices were assigned Career Service designations on the following basis:

<u>Support Category</u>	<u>GS Grade</u>	<u>CS Designation Assigned</u>
Personnel	GS-7 and above	SP
Management	All records management positions will be given CS designation of Agency component they are in.	
Comptroller	GS-6 and above	SF
Logistics	GS-7 and above	SL
Security	GS-5 and above, excluding all clerical support positions in DD/I components and including specific clerical support positions in DD/S and DD/P which the Office of Security feels are under jurisdiction of "SS" Career Service.	SS
Administrative	GS-12 and above	SA
Training	DD/S - GS-9 and above, excluding O/Commo positions.	ST
	All Instructor positions, excluding O/Commo.	ST
Communications	All grades, excluding [REDACTED] Teletype positions.	SC

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- c. All positions which were not included in one of the above categories because of grade limitations were given the Career Service designation of the Office in which the position was located. (Example: GS-5 position, Personnel Clerk, in Office of Logistics assigned an SL designation.)
- d. The following types of positions were assigned the Career Service designation of the office in which the position was located:
 - (1) Positions of a policy nature relating to the parent office;
 - (2) Positions requiring specialized skills and knowledges which were related to the activities of the parent office; and
 - (3) Positions having no specific functional Career Service.
3. The Table of Organization of each Agency component was arbitrarily adjusted to its ceiling.
4. The following Agency components were treated as organizational entities when the new ceilings were being developed:

Office of DCI
Office of MDC
Office of DD/S
Audit Staff
Management Staff
General Counsel
Commercial Staff
JOTC
IAS

The number of personnel assigned to these offices was subtracted from the total number of designees of the appropriate Career Service to facilitate the development of realistic Career Service Staffing Authorizations at a later date.

5. Ceilings were developed for each Deputy Directorate and Career Service.
6. In computing the number of personnel against ceiling, Career Service designation data was compiled and summarized, the number of Career Service designees in the O/DCI, O/DDS, etc. subtracted, and the number of military, "NA" and "UD" designated personnel added to the total number of Career Service designees in each parent Service.
7. The following tabulation and Charts 1 and 2 show:
 - a. Distribution of Agency employees by Office and Career Service as of 30 September 1958 (Tabulation);

- b. Comparison of 31 October 1958 organizational ceiling requirements with personnel on duty as of 30 September 1958, by Organization and Career Service (Chart 1); and
- c. Comparison of proposed distribution of Career Service ceiling requirements for each Deputy Directorate with the number of personnel to be charged against each Deputy Directorate ceiling as of 31 October 1958 (Chart 2).

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